

**BOARD OF REGISTERED NURSING**

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Ruth Ann Terry, MPH, RN  
Executive Officer

Dear Inquirer:

Thank you for your inquiry about the Continuing Education Program administered by the Board of Registered Nursing (BRN). Since July 1, 1978, California registered nurses have been required to document continued competency by completing a minimum of 30 contact hours every two years in subjects relevant to the practice of nursing. Courses must be taken from providers approved by the BRN or other entities recognized by the Board.

It is important to note that the BRN approves continuing education providers (CEPs), not individual courses. Each CEP is expected to offer course content and utilize instructors that meet the requirements of Sections 1456 and 1457, Title 16, California Code of Regulations.

This packet includes the following:

- Application, course, and instructor forms
- California Code of Regulations, Title 16 pertaining to the Continuing Education Program
- *Instructions for Continuing Education Providers*

The *Instructions* are designed to assist you in understanding and complying with the responsibilities found in the Regulations. When you submit your application, please include all of the required information noted on the application forms. Please note that includes a **copy of your proposed flyer or brochure and a sample certificate**. Failure to submit all of the required information will delay processing of your application. A NEW LAW REQUIRES THAT YOU PROVIDE YOUR FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) if you are a business or corporation or your SOCIAL SECURITY NUMBER (SSN) if you are an individual and do not have a FEIN number. FAILURE TO INCLUDE THIS WILL DELAY PROCESSING OF YOUR APPLICATION

The time required to process a **complete** application is a minimum of four to six weeks. The application fee of \$200 is an **earned fee** for evaluating your application. The fee is NOT refundable.

If you are planning to offer an advanced pharmacology course to nurse practitioners and/or nurse midwives, contact CE Program staff to be sure your course meets BRN requirements. If you have any other questions about the Continuing Education Program, please call us at (916) 324-6226 or (916) 323-7588.

Sincerely,

**BOARD OF REGISTERED NURSING**

Continuing Education Program Staff